



AIM Data Checklist

FALL COUNT – ENROLLMENT, ABSENCES & AGGREGATE HOURS COLLECTION

- ___ Verify that all students have an enrollment and no overlaps: *“Index>Student Information>Reports: >Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification And State Enrollment Overlap.”*
- ___ Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or [Enrollment End Status Codes](#).)
- ___ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)
- ___ Verify that all completed Special Education ERs and IEPs are locked.

NOTE: The Fall Count **IS** used for ANB funding and requires MAEFAIRS importing and submission.

- ___ Follow the [Fall Attendance and Aggregate Hours Collection Guide](#) to:
 - ___ Enter new students, exit students no longer in attendance.
 - ___ Enter Aggregate Hours for Count Date Absences for all students (if District Edition or MT Value Added user, check these after running MT Count Date Attendance calculation).
 - ___ Check the “Exclude Fall ANB - 10 Day Rule” box for:
 - ___ Any student absent 11 or more consecutive days prior to and including the count date.
 - ___ Kindergarten students not 5 years old as of Sept 10th who did NOT receive board approval to attend prior to the count date.
 - ___ Students placed in day-treatment as of count date. Uncheck if student has returned to school attendance.
 - ___ Check Service Type for all students (P=Primary; S=Partial; N=SPED Only).
 - ___ Verify that the district’s SIS, AIM, and MAEFAIRS enrollment data match as of the count date. (See Importing to MAEFAIRS section on the next page.)
- ___ Follow the [MT Programs: Job Corps & MTDA](#) or [MT Programs: Youth Challenge](#) guides to:
 - ___ Enter End Dates and/or Start Dates for MT Youth Challenge Students
 - ___ Verify continued participation and grade level for continuing Job Corps Students.
 - ___ Create Flags for Job Corps and MT Youth Challenge students.
- ___ Verify Data using State Published Ad Hoc Reports: *“Index>Ad Hoc Reporting>Filter Designer>>+State Published>student FALL Missing Aggregate Hours”* and other “FALL” and “ALL” ad hoc reports.”
- ___ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition or MT Edition Value Added users only).

MAEFAIRS IMPORTING AND SUBMITTING FROM AIM

Districts must import AIM enrollment into MAEFAIRS:

- * For the Fall Count Date: **The first Monday in October**
- * For the Spring Count Date: **The first Monday in February**



NOTE: District Edition users will not be able to populate aggregate hours until the **day after the Count Date**.

The MAEFAIRS Count Day collections are snapshots of enrollments as of Fall and Spring enrollment count dates. Enrollments are entered in AIM, verified, and then imported into MAEFAIRS for purposes of determining state funding. In order for students to be correctly counted in MAEFAIRS, the students must be enrolled in AIM with the correct Service Type and Aggregate Hours.

____ Districts are encouraged to follow up on students who are entering/exiting over the Count Date, verify enrollment numbers (including part-time enrollments), and verify accuracy of race/ethnicity determinations prior to submitting the final count for ANB.

____ To import from AIM to MAEFAIRS, the district's MAEFAIRS Registered User must login to MAEFAIRS and follow the upload steps. The district's MAEFAIRS Registered User will be able to import records from AIM into MAEFAIRS at any time, but will not be able to officially **submit** their report until **on or after the count date**.

For instructions, see [MAEFAIRS Student Count for ANB Reporting Instructions](#)

For help with the MAEFAIRS system, contact nmerala@mt.gov or call (406) 444-4401.

____ The District's AIM Specialist is encouraged to communicate with the MAEFAIRS Registered User to facilitate the reconciliation of enrollment numbers.

All AIM guides and documents referred to in this checklist are available at
<http://opi.mt.gov/Reports-Data/AIM/>

More Helpful AIM Links:

- ____ Review the [AIM Collection Schedule](#).
- ____ Review the [AIM New User Guide](#).
- ____ Submit an [AIM District Contacts Update Form](#).
- ____ Subscribe to the AIM Mailing List (and other lists of interest) at: [OPI AIM Mailing List](#).

**For further assistance, contact the AIM Help Desk at
opiaimhelp@mt.gov or 1-888-424-6681.**